[Sender’s Name]

[Sender’s Address]

Date:

[Recipient’s Name]

[Recipient’s Address]

**Subject: Request to Renew the Passport**

Dear Sir/Madam,

This is to request you kindly renew my passport number [Mention Passport Number] which is due to expire on [Mention Expiry Date].

As I have to travel abroad after one month, I am requesting you to renew my passport before its date of expiration. I have an important business meeting in the UK next month. If I could not get my passport renewed on time, I would not be able to attend that meeting. I have already submitted the renewal form to the Executive branch along with the necessary payments. I have also attached a copy of my original passport along with other necessary documents.

I am hopeful that you can understand my situation and will take this matter into your special consideration. Feel free to contact me for any details or information.

Thanks a lot!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]